

Administration STAFF ADMINISTRATIVE PROCEDURES

Changes to this memorandum are not official unless they are authenticated by the Deputy Chief of Staff, G-6 (DCS, G-6) and HQ FORSCOM Secretary of the General Staff (SGS).

FOR THE COMMANDER:

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Headquarters, Forces Command (FORSCOM) memorandum, dated 1 February 2005 is changed as follows:

Section II, Mail and Distribution, paragraph 2-7a, first sentence change Commander, Fort McPherson (IMSE-MPH-HRS) to Deputy Chief of Staff (DCS), G-6, Plans and Requirements Division (PRD), HQ FORSCOM Document Management Office (Doc Mgt Ofc)(AFCI-PR)/

Paragraph 2-8, second sentence change "Commander, Fort McPherson (IMSE-MPH-HRS-E) to DCS, G-6, PRD, HQ FORSCOM Doc Mgt Ofc (AFCI-PR)

Paragraph 2-10 (Express Mail (USPS EXPRESS/FEDEX)). Delete subparagraphs b and c and replace with:

"b. Each IMPAC Card holder may, with their billing official's permission, establish an account with FedEx (<http://www.fedex.com/us/>), DHL (<http://www.dhl-usa.com/home/home.asp>), or other commercial carriers to ship documents and packages using their IMPAC Credit Card. Card holders and billing officials are responsible for insuring that a valid need exists to use a more expensive method of shipment than normal postal shipments. Express mail will not be used on Fridays, unless special arrangements have been made for a person to be available on Saturday at the addressee's office to accept custody of the mail.

c. To ensure documents/packages are processed in a timely manner, all documents/packages requiring transmittal using FedEx Air or USPS Express must be received by the Mail & Distribution NLT 1230. Documents/packages received after 1230 will be held for the next working day pickup. Some FedEx Air and USPS Express forms and package materials are available through the Classified Mailroom, Room 157, Marshall Hall.

d. FedEx Ground. Customers are responsible for calling FedEx Ground (1-800-GOFEDEx) (1-800-463-3339) to arrange for pickup.

e. To transmit classified material (SECRET/CONFIDENTIAL) via express mail, comply with subparagraphs a and b above and then deliver the following to the CMCO, Room 157, Marshall Hall:

(1) Classified material to be dispatched. See Chapter 4, [AR 380-5, Department of the Army Information Security Program](#) for procedures for marking classified documents.

(2) Classified Document Accountability Record, DA Form 3964, properly prepared in triplicate, and two address labels, per addressee.

(3) The CMCO will review the documents and wrap the document or package IAW regulatory requirements.”

Paragraph 7-4. Privacy Act (PA) and Freedom of Information Act (FOIA) Requests. Delete current paragraph and replace with the following:

Hand carry all PA and FOIA requests to FORSCOM, DCS, G-6, PRD, HQ FORSCOM Document Management Office, Room 157, Bldg 200, Fort McPherson for control, date/time stamping, marking, and suspending within one day of receipt.